

<b>PUBLIC EMPLOYEES' RETIREMENT SYSTEM</b> PERS-HRD-88 (Rev. 7/89)		<b>Title of Position</b> Staff Information Systems Analyst (Specialist)
<b>POSITION DUTY STATEMENT</b> <b>PLEASE WRITE JOB #6844/PC IN THE JOB TITLE SECTION OF YOUR STATE APPLICATION (STD 678).</b>		<b>Division and/or Subdivision</b> Information Technology Services Branch
<b>INSTRUCTIONS:</b> The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.		<b>Location of Headquarters</b> 400 P Street, Sacramento, CA
		<b>Class Title of Position</b> Staff Information Systems Analyst (Specialist)
		<b>Position Number</b> 812-1312- 023 (2149)
		<b>Effective Date</b> July 1, 2010
Percent of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:	
45%	<p>Under general direction of the Senior Information Systems Analyst Supervisor of the Production Services Unit, the Staff Information Systems Analyst (Specialist) will act as the Project Leader performing complex tasks in support of multi-function information processing systems, activities and related tasks associated with CalPERS production processing systems. These duties are as follows:</p> <p><b><u>Provide direct support for Production Services. The activities for the production processing environment will consist of complex analysis tasks on all projects or systems with specific responsibility for Production batch processing. The activities will include:</u></b></p> <ul style="list-style-type: none"> <li>• Manage production processes between various applications and platforms and provide unified workload scheduling control.</li> <li>• Provide analytical and technical support for the analysis and resolution of complex production problems for the multi-platforms.</li> <li>• Organize, plan, schedule and facilitate meetings with various units and staff to resolve open issues relating to production processing.</li> <li>• Provide analytical and technical support for the analysis and resolution of complex processing problems.</li> <li>• Investigate and resolve system performance issues/problems.</li> <li>• Troubleshoot, make recommendations and/or resolve issues</li> <li>• Review, analyze and provide recommendations regarding system issues or opportunities.</li> <li>• Design, update and maintain documentation to comply with CalPERS standards.</li> <li>• Create a knowledge base for the various multi-platform processes.</li> <li>• Develop processes and procedures needed to support and manage changes across a multi-platform production environment.</li> <li>• Analyze and evaluate hardware and software as it applies to the production processing environment.</li> <li>• Participate on the CalPERS ITSD Disaster Recovery team.</li> <li>• Provide all necessary data recovery information to allow CalPERS to resume business in the event of a disaster.</li> <li>• Assist in evaluating current and future workload and staffing requirements for budgeting and implementing new technology.</li> </ul>	

45%

**Project Leadership:**

Perform complex analysis tasks on projects and systems as it relates to project planning, project organization, project control, project leadership and project conclusion. These tasks may include, but are not limited to:

- Capture progress data, prepare project reports for staff and management, develop action plan when variances are significant and manage project scope changes.
- Review and refine initial findings of the project.
- Organization of the project team, completion of a detailed work plan as it relates to Production processing.
- Establish and maintain confidence by cooperating and interfacing effectively with managers, user representatives and systems development project leaders on a variety of electronic information processing topics.
- Communicate and work effectively with staff in evaluating the impact of new or revised applications/systems.
- Provide administrative support for Production Control, Applications, Software Services, Data Base Administration, Operations and the client community.
- Provide informational, statistical and technical reports to management. This could include formal budgetary reports, system performance reports, project schedules, etc...
- Capture progress data, prepare discrepancy job statistics and graphs, develop an action plan when variances are significant, and manage project scope changes.
- Resolve open issues, verify that management and users accept the system, implement a transition plan, and arrange for a post-implementation evaluation review and report as it relates to production processing.
- Provide technical and analytical support on the CalPERS multi-platform environment.
- Provide on going improvement such as disaster recovery planning, standard definitions, and change management.
- Assist in the planning, design, and implementation of automation software products that will enhance the production information processing systems environment.
- Ensure security controls are in place. Actively participate in the review of the system's control audit.

10%

**Training:**

- Provide technical training to staff for production procedures.
- Assist in review training needs on an annual basis.
- Provide performance evaluation information to the Senior Information System Supervisor
- Provide technical training to staff for new and/or modified processes with regards to the impact of production processing.
- Provide performance evaluation information to the Senior Information System Supervisor for probationary and annual evaluations.